



City of Chula Vista Boards & Commissions

Mobilehome Rent Review Commission

Agenda

Notice is hereby given that the **Mobilehome Rent Review Commission** of the City of Chula Vista has called and will convene a Meeting on **Thursday, January 15, 2015** in **Council Chambers**, located at **276 Fourth Avenue, Building A**, Chula Vista, California to consider the item(s) on this agenda.

MEETING OF THE MOBILEHOME RENT REVIEW COMMISSION OF THE CITY OF CHULA VISTA

Thursday, January 15, 2015
6:00 p.m.

Council Chambers
276 Fourth Avenue, Building A
Chula Vista

CALL TO ORDER

ROLL CALL: Commissioners Johnson, Magness, Riesgo, Smith, Torres, and Chair Gonzalez

CONSENT CALENDAR

The Board/Commission will enact the Consent Calendar staff recommendations by one motion, without discussion, unless a Board/Commission Member, a member of the public, or staff requests that an item be removed for discussion. If you wish to speak on one of these items, please fill out a "Request to Speak" form and submit it to the Secretary prior to the meeting. Items pulled from the Consent Calendar will be discussed immediately following the Consent Calendar.

1. **APPROVAL OF MINUTES FROM October 29, 2014**

Staff recommendation: Review Attachment 1 and approve minutes.

PUBLIC COMMENTS

Persons speaking during Public Comments may address the Board/Commission on any subject matter within the Board/Commission's jurisdiction that is not listed as an item on the agenda. State law generally prohibits the Board/Commission from discussing or taking action on any issue not included on the agenda, but, if appropriate, the Board/Commission may schedule the topic for future discussion or refer the matter to staff. Comments are limited to three minutes.

ACTION ITEMS

The Item(s) listed in this section of the agenda will be considered individually by the Board/Commission and are expected to elicit discussion and deliberation. If you wish to speak on any item, please fill out a "Request to Speak" form and submit it to the Secretary prior to the meeting.

2. **MOBILEHOME DIRECT UTILITY CONVERSION PILOT PROGRAM**

SDG&E staff Christopher Jones and Taissa Howard, Account Executives, will provide an overview of the application from the Public Utilities Commission (PUC) for conversion of mobilehome submetered systems to direct utilities and answer related questions.

3. **CALIFORNIA ALTERNATE RATES FOR ENERGY (CARE) PROGRAM**
SDG&E staff Katelin Scanlan, Outreach Events Specialist, will provide information on the utility bill savings program for low income households.
4. **MAAC WEATHERIZATION SERVICES AND ENERGY ASSISTANCE PROGRAM**
MAAC staff Sandra Cordova, Operations Program Manager, will provide an overview of their energy rehabilitation program and utility savings programs.
5. **COMMUNITY HOUSING IMPROVEMENT (CHIP) PROGRAM**
City Housing staff Stacey Kurz, Senior Project Coordinator, will provide an overview of the rehabilitation program.
6. **TRASH AND RECYCLING SERVICES**
City Public Works staff Martie Solomon, Recycling Specialist, will provide an overview of available trash and recycling services in the City of Chula Vista.

OTHER BUSINESS

7. **STAFF COMMENTS**
8. **CHAIR'S COMMENTS**
9. **COMMISSIONERS'/BOARD MEMBERS' COMMENTS**

ADJOURNMENT to the regular meeting on Thursday, April 16, 2015 in the Council Chambers at 276 Fourth Avenue, Chula Vista, California.

Materials provided to the Mobilehome Rent Review Commission related to any open-session item on this agenda are available for public review in the Housing Division, Chula Vista during normal business hours.

***In compliance with the
AMERICANS WITH DISABILITIES ACT***

The City of Chula Vista requests individuals who require special accommodations to access, attend, and/or participate in a City meeting, activity, or service, contact the Human Resources Department at (619) 691-5041 (California Relay Service is available for the hearing impaired by dialing 711) at least forty-eight hours in advance of the meeting.

SERVICIOS DE TRADUCCIÓN (SPANISH TRANSLATION SERVICES)

Ofrecemos servicios de traducción al español en las reuniones del Comité de Revision de Alquiler de Casas Móviles. Para solicitar estos servicios debe comunicarse con la División de Viviendas, por lo menos 48 horas antes de la reunión. Ofreceremos el servicio dependiendo del interés y confirmación el día de la reunión. Por favor llame al (619) 476-5375 para solicitar y confirmar dichos servicios.

**DRAFT MINUTES OF A SPECIAL MEETING OF THE
MOBILEHOME RENT REVIEW COMMISSION
OF THE CITY OF CHULA VISTA**

October 29, 2014

6:00 P.M.

A Special Meeting of the **Mobilehome Rent Review Commission** of the City of Chula Vista was called to order at 6:00 p.m. in Council Chambers, located in Building A at 276 Fourth Avenue, Chula Vista, California.

ROLL CALL

PRESENT: Commissioners Johnson, Magness, Riesgo, Smith, Torres, and Chair Gonzalez

ALSO PRESENT: Stacey Kurz, Senior Project Coordinator
Leilani Hines, Housing Manager
Simon Silva, Deputy City Attorney

CONSENT CALENDAR

1. APPROVAL OF MINUTES FROM July 17, 2014

ACTION: Commissioner Johnson moved to approve staff's recommendations to approve the minutes. Commissioner Torres seconded the motion, and it carried, result of vote 4-0.

PUBLIC COMMENTS

None.

INFORMATIONAL ITEMS

2. TITLE XXV (25) OVERVIEW

Staff Wagner provided a presentation regarding the State Title 25 program, the City's role and items that are inspected through the program, reference Exhibit 1. Staff Kurz and Attorney Silva provided additional information regarding how parkwide inspections are required and conducted during rent review cases, reference Exhibit 2.

ACTION: None required.

3. MOBILEHOME IMPROVEMENTS

Reference Exhibit 1.

ACTION: None required.

4. MOBILEHOME ADMINISTRATIVE FEE

Staff Kurz provided a brief presentation, reference Exhibit 3, regarding the process for the fee collection each year and the responsibilities of both park owners and residents.

ACTION: None required.

OTHER BUSINESS

5. STAFF COMMENTS

Staff Kurz provided a summary of the Administrative Fee collection for Fiscal Year 2014-2015. Several public members indicated that they would like more transparency in the reporting of the fee expenditures and staff indicated that they have heard this previously and plan to provide greater detail during the next reporting period and additionally will bring the report to the Mobilehome Rent Review Commission prior to Council. Chair Gonzalez indicated that having worked in public service, there is a balance of providing readily available data and creating data/information when a fee is ultimately being charged for the creation of such information.

6. CHAIR'S COMMENTS

None.

7. COMMISSIONERS'/BOARD MEMBERS' COMMENTS

None.

ADJOURNMENT

At 7:54 p.m., Chair Gonzalez motioned to adjourn the meeting, to the regularly scheduled meeting on Thursday, January 15, 2015 in Council Chambers at 6:00 p.m.

Stacey Kurz, Senior Project Coordinator

Exhibits: 1. Title XXV & Mobilehome Improvements Presentation
 2. Rent Review Inspections Presentation
 3. Mobilehome Administrative Fee Presentation

Overview

- Chula Vista's Mobilehome Parks
- State Title 25 Maintenance Inspection Program
- Common Resident Violations
- Common Park Violations
- Permit Requirements

Chula Vista's Mobilehome Parks

- There are 31 Mobile Home Parks
- There are 3,569 Lots
- Majority of Parks are on the West Side
- Oldest Park Built in 1950, Newest in 1972

Title 25 Inspection Program

- Local Assumption of State Program 1961
- Inspect 5% of the Lots Per Year ~ 180 Spaces
- Park Determined by Complaints Received Regarding Serious Health & Safety Violations
- Written Notification of Inspection to Owners, Tenants, and Park Owner 30 Days Prior to Inspection of the Park
- Pre-Inspection Orientation Prior to Inspection

Common Resident Violations

- Buried Power Supply Cords
- Deteriorated Power Supply Cords
- Accumulation of Debris
- Exterior Appliances and Extension Cords
- Inadequate Access to Utilities
- Sewer Connection Not Approved Pipe or at the Correct Grade
- Missing or Loose Handrails for Stairways
- Missing Guardrail or Incorrect Height

Common Resident Violations

- Inadequate Ventilation on the Skirting
- Stairways – Inadequate Width, Inconsistent Rise or Unsound
- Landings for Out-Swing Doors
- Awning and Carport Enclosures
- Sheds and Combustible Material Within 3 Feet of the Lot Line
- Bent or Detached Carport Supports
- Building Without a Permit – Expired Permits

Buried Power Supply Cords



Deteriorated Power Supply Cords



Accumulation of Debris



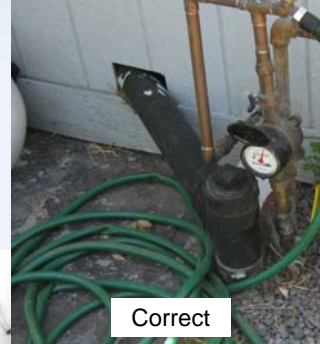
Exterior Appliances – Extension Cords



Access to Utilities



Sewer Connection Incorrect Pipe or Grade



Missing or Loose Stairway Handrails



Missing Guardrail or Incorrect Height



Landings and porches more than 30 inches above grade shall have railings not less than 36 inches in height above the landing or porch surface. The openings between intermediate rails of the guardrail shall not be more than 4 inches.

Landing

Incorrect



Correct

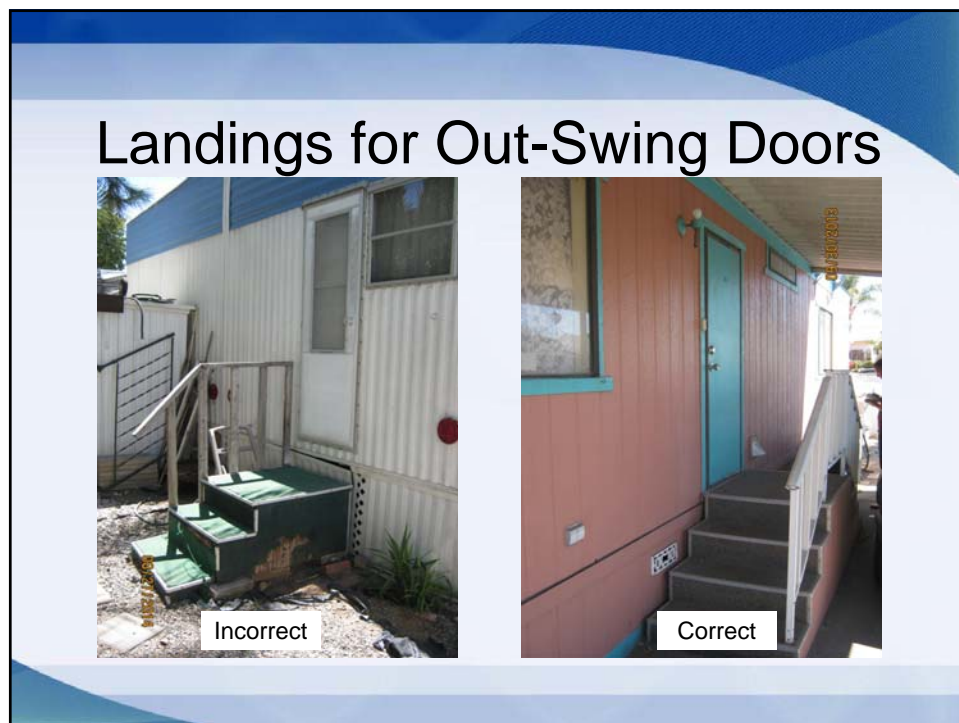
Inadequate Skirting Ventilation



Incorrect



Correct



Awning and Carport Enclosures



Siting of Sheds & Combustible Material



Bent, Detached or Altered Carport Supports



Building Without a Permit



Enforcement Process

- Issuance of Notice of Violation (NOV) to Owner and Occupant Within 10 Days of Inspection
 - Imminent Hazards Issued Immediately
- Violations Cited to be Corrected Within 60 Days
 - Imminent Hazards to be Corrected Immediately
- Re-inspection Upon Expiry of the NOV
- Violations Remain Uncorrected:
 - Extension May be Granted
 - Second (Final) Notice Issued
 - 30 Days to Correct the Violations
 - Copy Sent to the Park Owner / Operator
- Appropriate Enforcement Action

Common Park Violations

- Utilities not Adequately Supported
- Lots & Lot Lines not Properly Marked
- Clean-Out Missing from Drain Inlet
- Access to Utilities Obstructed
- Utilities not Properly Identified
- Exposed Wiring at Electrical Service Equipment

Utilities Not Adequately Supported

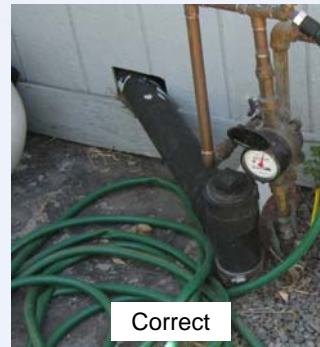


Lots & Lot Lines Not Properly Marked

- Pressure Treated Wood
- Metallic Pipe or Rods
- Schedule 40 or better PVC, ABS or CPVC
- Saw Cuts, Blade Marks, or Scribe Marks
- Nail with Washer or Surveyors Marker



Clean-Out Missing from Drain Inlet



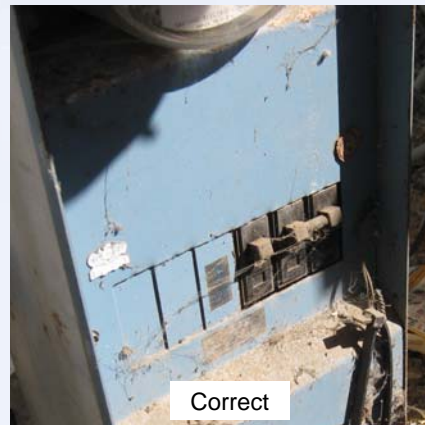
Access to Utilities Obstructed



Utilities Not Properly Identified



Exposed Wiring Park Utilities



Enforcement Action & Appeals

- Fines & Penalties
- Court Action
- Suspension or Revocation of Permit to Operate
- Park Procedures & Civil Action
- Informal Conference
- Written Hearing Request

When Are Permits Required?

- Work Exempt from Permits
- Permits from the City
- Permits from the State
- Both City and State

Work Exempt from Permits

- Storage Cabinets (Sheds)
 - Cumulative Size Less than 120 SF
- Stairways & Landings
 - Landings Must be Less than 12 SF
- Window and Door Awnings
- Insect Screening, Flexible Plastic or Canvas
 - Must be at Least 3 Feet from Lot Lines
- Retaining Wall Less than 4 Feet High
- Patio
 - Paved or Raised Area No More than 8 Inches High
- Fences
 - Not Over 6 Feet High

City Building Permits

- Installation of a MH
 - Not Required for a Trailer (Less Than 400 SF)
- Accessory Structures
 - Cabanas
 - Enclosed Awnings
 - Awnings
 - Carports
 - Porches / Landings (Over 12 SF)
 - Ramps
- Earthquake Resistant Bracing System (ERBS)
- Lot Line Adjustments

State Building Permits

- Any Alterations Made to the MH
- Electrical
 - Add or Replace Air Conditioning
 - Add or Replace Electrical Appliance
 - Installation of New Circuit, Panel, or System Changes
- Mechanical
 - Replace or Install Water Heater
 - Replace Oven, Range, or Cooktop
 - Any Replacement or Installation Affecting Heating System

State Building Permits

- Plumbing
 - Alterations to Drain, Waste and Vent or Water System
 - Addition of Garbage Disposal
- Structural
 - Re-roof
 - Modifications to Walls (New, Removed or Altered Openings)
 - Windows Differing from Original Size
 - Exterior Siding
 - Repair of Structural Members; Joist, Truss, Sheathing, etc.
- [HCD MH 604 - Manufactured Home Alterations & Permit Guidelines](#)

When State & City Permits are Both Required

- Accessory Structures
 - Alteration to Existing Opening is Required
 - Electrical, Plumbing or Mechanical Alterations
 - Design Deviates from Approved Method
- Furnace, Air Conditioner & Water Heater
 - Utilities Required for Connection are Connected to Lot Utilities

Contacts

Mobilehome/Trailer Agency Contacts

California Department of Housing and Community Development (HCD)

- Ombudsman (800) 952-5275 related to sales and Mobilehome Residency Law.
- Purchase, sale, financing, titling and registration of manufactured homes and mobilehomes. MH's purchased prior to July 1980 pay a licensing fee to HCD unless they voluntarily transferred to County property tax.

Local Office: 1530 Hilton Head Rd., Ste. 107
El Cajon, CA 92019-4655
(619) 441-2326
<http://www.hcd.ca.gov>

California Department of Motor Vehicles (DMV)

- Purchase, sale, licensing and registration of trailers.

Local Office: 30 N Glover Ave.
Chula Vista, CA 91910
(800)777-0133
<http://dmv.ca.gov>

County of San Diego (County Tax Assessor Office)

- Personal property tax on manufactured homes.

Local Office: 590 Third Ave.
Chula Vista, CA 91910
(619)531-5478
<https://arcc.sdcountry.ca.gov>

City of Chula Vista <http://www.chulavista.gov>

- Rent control services (Mobilehome Administrative Fee).
- Housing Division: 276 Fourth Avenue, Bldg. C
Chula Vista, CA 91910
(619) 585-5600, option 1

- Title 25 health and safety inspections.
- Code Enforcement: 276 Fourth Ave., Bldg. B
Chula Vista, CA 91910
(619) 691-5280



Rent Review Inspections

- ☐ Section 9.50.079 –
 - Serious code violations may not exist prior to any rent increase in excess of the annual permissive rent increase
- ☐ Park inspections to ensure compliance with:
 - Title 25
 - Chula Vista Municipal Code
 - California Fire Code





Park Inspections (CVMC 9.50 Appendix 2)


Not Individual Lots




- ☐ Park Grounds
 - Emergency information
 - Roadways
 - Refuse disposal & illegal discharge
- ☐ Permanent Building Structures
 - Permits & maintenance
 - Water heating & lighting in common areas
 - Conformance with Fire Code
- ☐ Utilities
 - Compliance with California Electrical Code (CEC) & Public Utilities Commission (PUC)




Eligible Pass-Through Expenses



- ☐ Difference between upgrade and replacement/repair due to negligence.
- ☐ Upgrades or regular repair may be passed on per CVMC 9.50.073(A)(1)(e) & (f).
- ☐ Replacement/repair due to negligence may not be passed per CVMC 9.50.073(A)(1)(g)(v).







Mobilehome and Trailer Park Resource Information

Mobilehome and trailer parks are impacted by various agencies including the California Department of Housing and Community Development (HCD), California Department of Motor Vehicles (DMV), County of San Diego and the City of Chula Vista. This pamphlet is being provided as a resource to assist in some of the most frequently asked questions and provides a summary of each agency's role.

Mobilehome/Trailer Agency Contacts

California Department of Housing and Community Development (HCD) <ul style="list-style-type: none">Ombudsman (800) 952-5275 related to sales and <u>Mobilehome Residency Law</u>.Purchase, sale, financing, titling and registration of <u>manufactured homes and mobilehomes</u>. DMV's purchased prior to July 1980 pay a licensing fee to HCD unless they voluntarily transferred to County property tax.	Local Office: 1530 Hilton Head Rd., Ste. 107 El Cajon, CA 92019-4655 (619) 441-2326 http://www.hcd.ca.gov
California Department of Motor Vehicles (DMV) <ul style="list-style-type: none">Purchase, sale, licensing and registration of <u>trailers</u>.	Local Office: 30 N Glover Ave. Chula Vista, CA 91910 (800)777-0133 http://dmv.ca.gov
County of San Diego (County Tax Assessor Office) <ul style="list-style-type: none">Personal property tax on <u>manufactured homes</u>.	Local Office: 590 Third Ave. Chula Vista, CA 91910 (619)531-5478 https://arcs.sdcounty.ca.gov


City of Chula Vista <http://www.chulavista.gov>

<ul style="list-style-type: none">Rent control services (Mobilehome Administrative Fee). Housing Division: 276 Fourth Avenue, Bldg. C Chula Vista, CA 91910 (619) 585-5600, option 1	<ul style="list-style-type: none">Title 25 health and safety inspections. Code Enforcement: 276 Fourth Ave., Bldg. B Chula Vista, CA 91910 (619) 691-5280
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Making Home Improvements?

Did you know that you often need a permit to make improvements to your home from the park management, City and even State? The City of Chula Vista can assist you in determining what permits are needed. In general, if you are making changes to the exterior of your home the City will need to be involved. Any changes impacting the exterior walls of your home are likely going to involve the state. Here are some of the most common items that will need a permit:

Accessory structures (i.e. California rooms & carports) Storage sheds over 120 sq. ft., but must always be at least 3 ft. from lot line Landings over 12 sq. ft. ADA ramps Windows if enlarging the frame Roof Hot water heater Retaining walls if over 4 ft. Fences if over 6 ft. AC units if being installed for first time Replacing/adding exterior siding Installation of utilities (plumbing, gas & electric)	Contacts: City of Chula Vista Building Division 276 Fourth Avenue, Building B Chula Vista, CA 91910 (619) 691-5272 http://www.chulavista.gov State of California, Southern Area Office 3737 Main Street, Suite 400 Riverside, CA 92501 (951) 782-4420 http://www.hcd.ca.gov/codes/mhp
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CVMC 9.50

Rent Review Administrative Fee



What is CVMC 9.50?

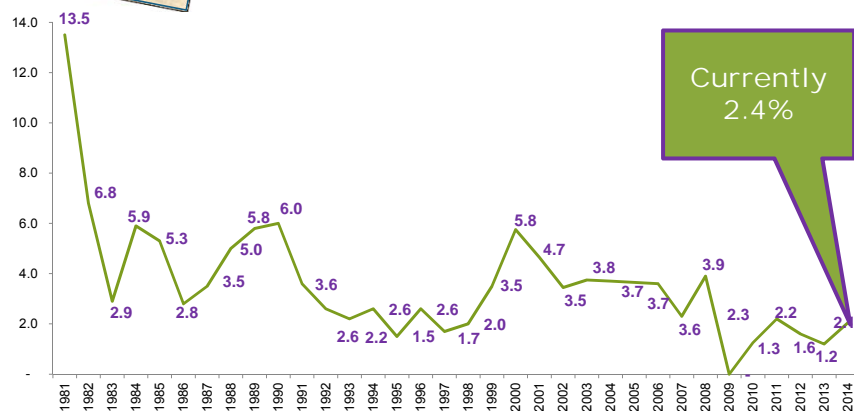
Mobilehome Rent Review



- ❑ Adopted in 1982
- ❑ Identifies process for settling rental disputes
- ❑ Provides calculation of an “annual permissive rate” based on the Consumer Price Index (CPI)



CPI Average Annually



Eligibility for CVMC 9.50



- ☐ California Civil Code Section 798.17 dictates eligible lease terms:
 - Rental agreement of 12 months or less
 - Own coach/trailer
 - Primary residence

- ☐ City dictates payment of fee to be eligible



MH Administrative Fee Established



- ☐ July 19, 2011 added Section 9.50.030
 - Ensure consistent funding source
 - Conform to City policy
- ☐ Requires payment of annual fee to retain rent control services
 - Set in April-May each year based on revenues/expenditures
 - Payment for **July 1** – June 30



What is Rent Control?



- ☐ Park owner allowed to ↑ rental rate to annual permissive rate once per year
 - Notice at least 90 days prior to increase

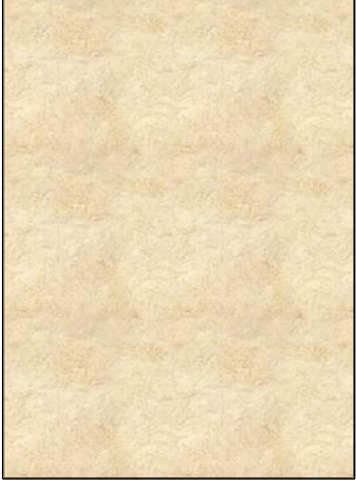

- ☐ Right to Petition any rental increase over annual permissive rate




What do I need to remember?



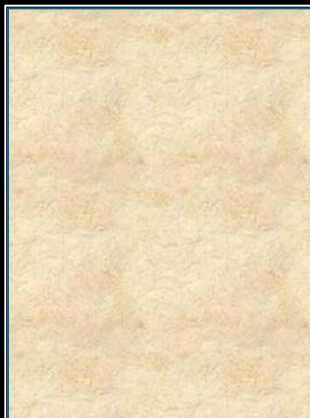

Park Responsibilities for New Resident Owners



- ☐ Section 9.50.085 Disclosure
 - Upon new rental/lease agreement signing
 - Addendum shall be provided and copy provided to resident



Park Responsibilities Annually



- ☐ Post CPI Notice (*mid-August & February*)
- ☐ Courtesy Notice (*prior to May 1*)
 - Rental statement “delivery box”
 - U.S. Mail
- ☐ Confirm Eligibility (*September*)
 - Review Eligibility Lists
 - Submit Objections to City

Resident Responsibilities





DO YOU KNOW?

- ❑ Rental/Lease Agreement terms
 - Month-to-month
 - Long-term lease
 - Expiration
 - Need to pay fee during period of expiration
- ❑ Ensure household members are on lease
 - Existing vs. new resident





Resident Responsibilities





- ❑ June – August
 - Pay Fee
 - Update Names
- ❑ September
 - Objections notified
 - 30 days to provide documentation

Opting In / Out of Services



- ☐ Opt in/out each year
- ☐ Non-payment by end of grace period =
no rent control services until following June 30th



Questions?



